**Unit 4 Outcome 1 Assessment 2015**

**Task 2: Evaluation Report**

Evaluate your spreadsheet solution and user documentation against your criteria

1. How the solution saves the organisation time and money

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| The implementation and hence use of this solution will save the organisation time by both assisting with Calculations and then keeping a copy ready for a quick future reference if the need arise (ie taxation requirements). |
| Similarly time will be saved by preventing the need for doubling up on writing up the information/the template for each case as the template already exists. |
| Secondly the solution will save money as essentially it is saving time while preventing the likelihood of errors occurring due to tasks being completed manually such as calculations. This meaning that fewer |
| corrections will be necessary later hence be efficient. |

1. How easy it is for users to update information

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| To update the information that the solution acts upon is a simple process with the key data such as taxation rates, salary rates etc. being located all on the one page (Data Entry) with all formulas referencing these figures. This assists the users update the information as it is all in one central location rather than |
| needing to search through each formula increasing the overall efficiency. Additionally to update this page or any of the others the user just has to follow the same steps increasing the ease of use. To update they |
| simply have to unprotect then find the relevant location for which the updating needs to take place then protect once again. |

1. How accurate the output is

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| As with any solution it is only going to be as accurate as the data for which it is using and its completeness. To assist the user in ensuring these needs are met various electronic validation and protection of formulas |
| have been applied. For example all fields with a formula are locked for protection while the variable part is found by referencing a field in data entry to ensure that the formula doesn’t develop errors. Additionally |
| any field for data entry have a validation rule applied that assists the user pickup on any essential fields yet to be entered by a red highlight similarly it ensures that only the correct data type within an acceptable range is accepted. |

1. How comprehensive (complete and relevant) the output is

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| The output is comprehensive due to it meeting the needs of the solution, for example it provides all of the necessary information about the clients, staff etc. while ensuring that the output is relevant to requirement. |
| One such example of a part that makes the output comprehensive by being relevant is the use of the pie chart for the breakdown of the costs. This is as it assists the user in determining the biggest costs for the event so that potential strategies can be implemented to increase efficiency. |
| Secondly by displaying a breakdown of staff wages it can be considered complete as all information that may be required out of interest or legally can be discovered by a simply quick glance reducing the effort down the line |

1. How well the solution meets the information needs of the organisation

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| The solution meets the information needs of the organisation by covering all of the aims of the solution, for example it manages to increase the accuracy of the output by automating calculations lowering effort while increasing quality etc. Additionally as well as including all the necessary relevant information for use, |
| the appearance of the solution is clear and attractive ensuring a certain ease of use ensuring clarity. |

1. How well the solution improves the presentation and communication of the message

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| The solution improves the presentation and communication of the message by being clearly presented with adequate contrast and larger bold headings highlighting key information such as headings, totals etc. |
| Additionally the solution allows for timely information to be derived once a minimal amount of information has been entered allowing for quick yet clear information to be provided with minimal effort. |
| The highlighting via bolding and/or increasing text size assists in communication of the message. |

1. How the user documentation contains complete and accurate information

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| The user documentation contains complete and accurate information due to it assisting users through some of the key tasks in logical steps checked by myself. Also due to additional contact information being included on the document it can be considered complete as any short comings of the manual can be |
| overcome by contacting support. Another feature it contains that assists in providing accurate and complete information comes from the screen dumps of some key parts ensuring visual understanding may be achieved if the text becomes confusing. |